

GEORGIA DEPARTMENT OF HUMAN RESOURCES
DIVISION OF YOUTH SERVICES

Court Services Unit

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
* 78-70	<p>COURT SERVICE WORKER AND COMMUNITY-BASED PROGRAM CASE FILES</p> <p>- Documents relating to care and supervision of juveniles by Court Service Workers in community-based programs (Day Center/ Group Home/ Community Treatment Center) in lieu of institutionalization. Included may be: forms -- 2 (Health Record); 4056 (Request for Apprehension and Detention of Juvenile); 4047 (Order to Modify Previous Order); 4062 (Juvenile Court Witness Subpoena); 4063 (Juvenile Court Order to Apprehend and Detain); 4064 (Conditions of Aftercare); 4065 (Conditions of Probation); (Social History Outling); 4081 (Order of Commitment); 4082 (Permit for Plan of Care); 4084 (Evaluation Form); 4090 (Juvenile Complaint Report); 4091 (Report on Children Served by Court Service Staff); (Daily Record of Activities); (Certificate of Discharge from Detention); (Order Termination of Probation); (Order for Detention); (Juvenile Court Petition); (Notice of Revocation Hearing); 4103 (Notice of Preliminary Hearing); 4104 (Findings of Preliminary Hearing); 4105 (Affidavit); 4106 (Admission of Violation Waiver); 4107 (Initial Decision of Hearing Officer); 4108 (Violation Report); 4109 (Subpoena); 4001</p>	<p>Cut off file as follows:</p> <p><u>Court Service Worker File</u></p> <p>Upon termination of care, place all papers in the inactive file arranged by year youth will reach age 21;</p> <p>(Exception - if youth is terminated in his/her 18th year, place those papers in the inactive file arranged by year youth will reach age 22);</p> <p>hold to end of calendar year youth will reach age 18; transfer all papers to State Records Center; hold 3 years; then destroy</p> <p style="text-align: center;">or</p> <p>continue to hold in local holding area 3 more years; then destroy;</p> <p>(Exception:</p> <p style="padding-left: 40px;">Northeastern Judicial Circuit</p> <p style="padding-left: 40px;">Kennedy Center - Atlanta</p> <p style="padding-left: 40px;">Macon Judicial Circuit</p> <p style="padding-left: 40px;">Dougherty Judicial Circuit</p> <p style="padding-left: 40px;">Eastern Judicial Circuit</p> <p>for years ending in 0 and 5, transfer one cubic foot of records to State Archives; destroy remainder of records for those years).</p> <p>Day Centers/ Group Homes/ Com-</p>

VIII-H-2

* Department-wide Schedule

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES DIVISION OF YOUTH SERVICES

Court Services Unit

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
* 78-70 (cont.)	(Petition for Requisition to Return a Runaway Juvenile); 4034 (Application for Compact Services); 4004 (Requisition for Runaway Juvenile); 4018 (Requisition for Escapee or Absconder); 4027 (Consent for Voluntary Return by Runaway, Escapee, or Absconder); 4028 (Placement Investigation and Supervision Request); 4029 (Report of Sending State Upon Parolee or Probationer Being Sent to Another Jurisdiction); 4033 (Memorandum of Understanding and Waiver—Parolee or Probationer); (Family Application for Title XX Social Services); (Title XX Service Card Certification Form); (Title XX Service Card); 5511 (Basic Data Form Turnaround); 5521 (Service Delivery Log - Primary Client). Also included are evaluations of progress and correspondence pertaining to the case. The file is arranged: alphabetically by last name of youth; or, by case number.	<p>Community Treatment Centers/ Files</p> <p>Same retention as Court Service Worker Files.</p> <p><u>Field Representatives Files</u></p> <p>Destroy file upon termination of case.</p> <p>AMENDS: 73-357 APPROVED: 3/23/78</p>

VIII-H-3

* Department-wide Schedule



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

Superseded by 78-70M

1. Application Date April 16, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DCS-5		Date Received MAY 17 1973	Date Completed MAY 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Community Services, Youth Services 47 Trinity Avenue Atlanta, Georgia		4. Person to Contact John C. Hunsucker	5. Working Title
		6. Tel. No. 656-4464	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

1964-to date

9. Exact Series Title

Court Service Worker Case Files

10. What is the function of the office in which this record series is created?

The Youth Services Unit, headed by the Assistant Director of Social Services, is responsible for the administration and supervision of programs in the State for youths. Included are (1) the administration of detention centers for juveniles (Youth Centers Administration), (2) the supervision of pretrial, trial, post trial, pre-detention and post detention services to juveniles in the State (Court Services Administration)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the case and supervision of juveniles by the court service worker. Included are:

- | | |
|-------------------------------|---------------------------------------|
| (1) Form 80 - Face Sheet | (8) Conditions of aftercare |
| (2) Narrative | (9) Reports of Visits |
| (3) Psychological Reports | (10) Status Record C.S. 701 |
| (4) Court Order (copy) | (11) Correspondence |
| (5) Court Petitions (copy) | (12) Change in plans form 82-2 |
| (6) Conditions of probation | (13) Certificate of discharge Form 83 |
| (7) Form 90 - complaint sheet | |

Files are arranged by case number

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)	In Office(s) In Storage Area(s)	
Legal-size File Drawers					
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency?
In District Offices [X] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling?
Juvenile Code and Children and Youth Act [X] []
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept * _____ years:

- * Until juvenile reaches the age of 18
- a. [X] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Chapter 24A-27(e) The Juvenile Court Code and Ga. Code Ann. 74-104 as amended

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER See below, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify) _____

Upon termination of case, place folders in inactive file arranged by year in which juvenile reaches majority; hold until the end of the calendar year in which juvenile reaches majority, then destroy. (Except that in calendar years ending in 0 and 5, for the Blue Ridge, Chattahoochee, Atlanta, Rome, Ocmulgee, Eastern and South Georgia judicial circuits, send one cubic foot to the Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Sean A. Spaulding</i>	4-16-73	<i>Charles E. Ray</i>	4-16-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	5-18-73
	State Auditor/Designee [] Approved [] Disapproved	<i>Carroll West</i>	5-10-73
	Secretary of State/Designee [] Approved [] Disapproved	<i>W. J. P. Shell</i>	5-17-73
	Attorney General/Designee [] Approved [] Disapproved		

STATE RECORDS
COMMITTEE